



# City of Seat Pleasant

## Position Description

### POSITION DETAILS

Position Title:	Director EJD	Annual Salary Range:	\$70,000-\$75,000.00
Department:	Environmental Justice Department		
Reports to:	City Manager		
Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/> N/A		
Employment Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractual <input type="checkbox"/> Seasonal		

### GENERAL STATEMENT OF DUTIES

Under policy direction from the City Manager, plans, organizes, directs and integrates the City's Environmental Justice Department (EJD). Provides expert professional assistance to City management and performs related duties as required.

### ESSENTIAL FUNCTIONS, RESPONSIBILITIES, AND TASKS

- Plans, organizes, controls, integrates, and evaluates the work of the EJD Department
- Develops, implements, and monitors long-term plans, goals and objectives focused on achieving the City's mission and Council priorities.
- Directs the development of and monitors performance against the annual department budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
- Plans, organizes, directs, and coordinates the activities of all divisions including street maintenance, Waste Management, bulk collections, recycling, yard waste, equipment maintenance, street lighting, facilities maintenance, landscaping and beautification, storm drainage, storm water management, and snow removal.
- Provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices which support the City's mission and values.
- Works with citizen groups to resolve problems related to infrastructure and EJD/DPW operations.
- Establishes broad operating policies and procedures.
- Handles correspondence, prepares a wide variety of reports on departmental activities as requested.
- Recommends operational changes to the City Manager.
- Trains, supervises, and evaluates department employees.
- Receives citizen inquiries or complaints and dispatches available information recommending action.
- Oversees the preparation of department operating budget and capital improvements budget and monitors expenditures.
- Performs other duties as apparent or assigned.

## REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

Thorough knowledge of the principles and practices of civil engineering; comprehensive knowledge of municipal public works administration, planning and design; ability to review and analyze plans and specifications for the construction of public facilities; ability to formulate comprehensive operational policies and procedures; ability to prepare technical reports; ability to supervise the work of a large staff; ability to establish and maintain effective working relationships with City officials, other public officials, associates, contractors, and general public.

## WORKING CONDITIONS

### PHYSICAL:

- Exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force to constantly move objects.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, twisting, fingering, grasping, handling, smelling, seizing, holding, controlling, feeling, and assuming cramped or unusual positions.
- Vocal communication for expressing or exchanging ideas by means of spoken word and conveying detailed or important instructions to others accurately, loudly, and quickly.
- Color vision to identify and distinguish colors.
- Visual acuity for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Hearing to perceive information at normal volumes of spoken word, to receive information through oral communications, and/or to make fine distinctions in sound.

### ENVIRONMENTAL:

- Exposure to indoor and outdoor conditions including extreme cold, extreme heat, noise, and vibration
- Exposure to fumes, noxious odors, dusts, mists, and gases, that impacts eyes, skin, and the respiratory system.
- Exposure to blood, other bodily fluids, and communicable diseases.
- Contact with water or other liquids; or non-weather-related humidity.
- Working near and handling mechanical parts and explosives.
- Please note that exposure to chemicals and smells above can and is avoided with the proper equipment and protective gear the City of Seat Pleasant strongly supports OSHA regulations through its safety policies and procedures.

## SELECTION CRITERIA

**Minimum Experience and Education:** Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering. Five (5) years of progressively knowledgeable and responsive work in public works and civil engineering and/or private sector civil engineering, the majority of which shall have been acquired in a managerial capacity; or an equivalent combination, training and experience.

**Special Notices:** Employees in this position are subject to random drug and alcohol testing pursuant to the City of Seat Pleasant's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures. May be required to wear Personal Protective Equipment.

*Approved Date: 06/2016  
Revision Date: 04/23/2021*